
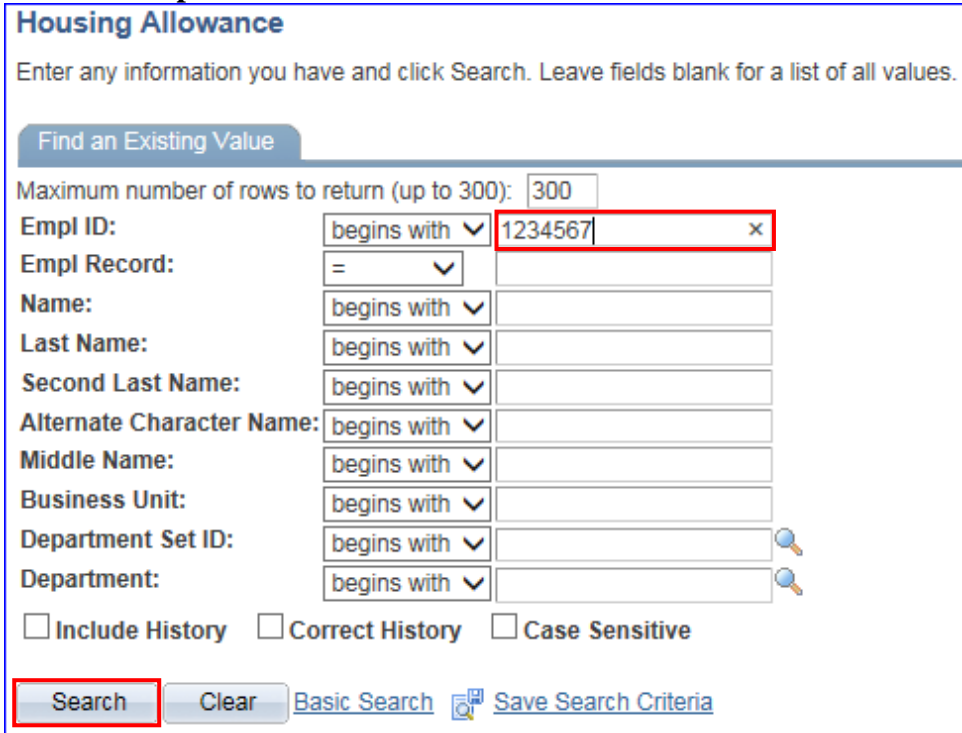


Starting Move-In Housing Allowance (MIHA)

Introduction This guide provides the procedures for starting Move-In Housing Allowance (MIHA) in Direct Access. MIHA provides a one-time payment for move-in costs while stationed in an OHA locale. MIHA is not authorized for payees without OHA or FSH.

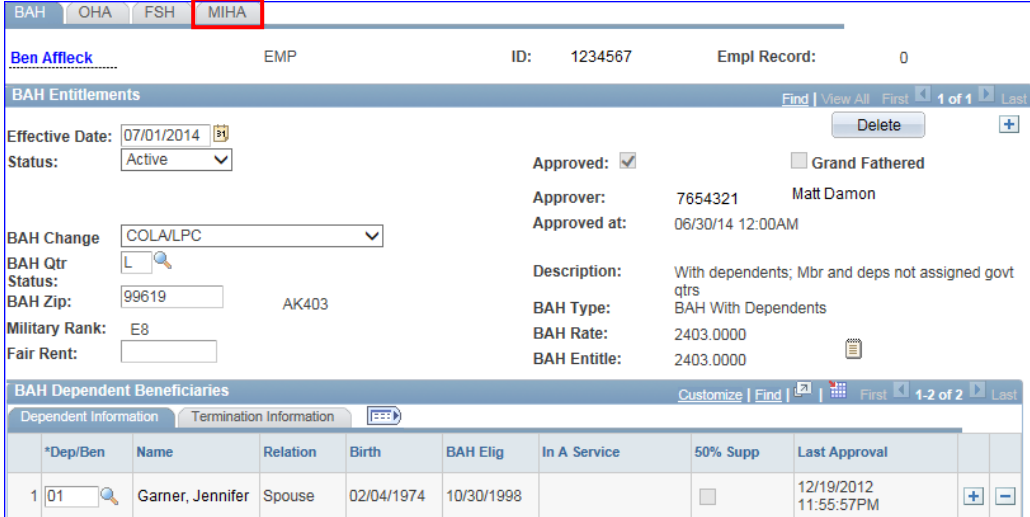
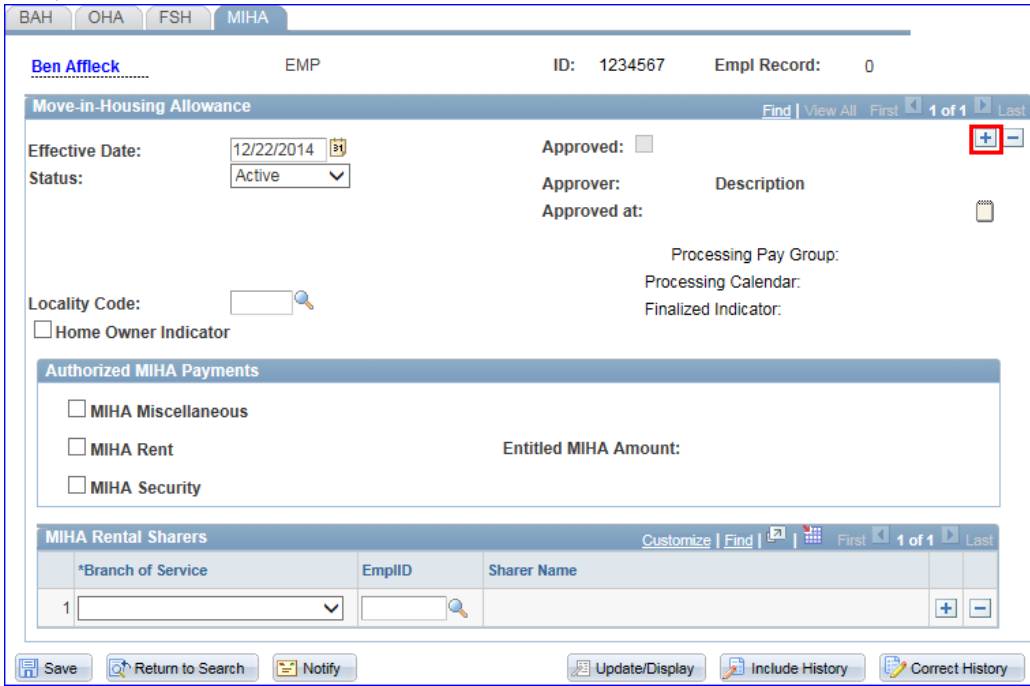
Procedures See below.

Step	Action
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the Empl ID and hit Search.</p> 

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Starting Move-In Housing Allowance (MIHA), Continued

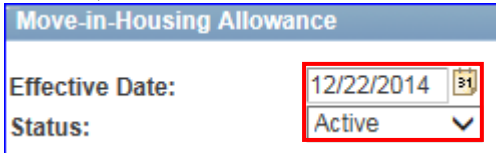
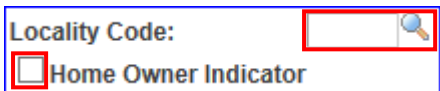
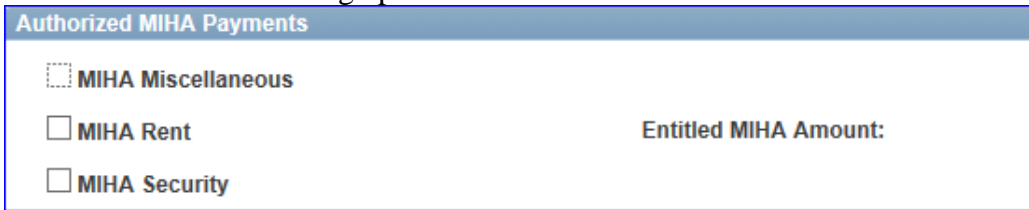
Procedures,
continued

Step	Action																
3	<p>The member's current BAH information (if any) will display. Click the MIHA tab.</p>  <p>BAH Entitlements</p> <p>Effective Date: 07/01/2014 Status: Active BAH Qtr: L BAH Zip: 99619 Military Rank: E8 Fair Rent: <input type="text"/></p> <p>BAH Change: COLA/LPC BAH Type: With dependents; Mbr and deps not assigned govt qtrs BAH Rate: 2403.0000 BAH Entitle: 2403.0000</p> <p>BAH Dependent Beneficiaries</p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th><th>Name</th><th>Relation</th><th>Birth</th><th>BAH Elig</th><th>In A Service</th><th>50% Supp</th><th>Last Approval</th></tr> </thead> <tbody> <tr> <td>1 01</td><td>Garner, Jennifer</td><td>Spouse</td><td>02/04/1974</td><td>10/30/1998</td><td></td><td><input type="checkbox"/></td><td>12/19/2012 11:55:57PM</td></tr> </tbody> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01	Garner, Jennifer	Spouse	02/04/1974	10/30/1998		<input type="checkbox"/>	12/19/2012 11:55:57PM
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4	<p>The member's current MIHA information (if any) will display. If the information is blank, continue to step 5. If the member has an existing MIHA row, click the Plus button to add a new row.</p>  <p>Move-in-Housing Allowance</p> <p>Effective Date: 12/22/2014 Status: Active Locality Code: <input type="text"/> <input type="checkbox"/> Home Owner Indicator</p> <p>Authorized MIHA Payments</p> <p>MIHA Miscellaneous <input type="checkbox"/> MIHA Rent <input type="checkbox"/> MIHA Security <input type="checkbox"/></p> <p>MIHA Rental Sharers</p> <table border="1"> <thead> <tr> <th>*Branch of Service</th><th>EmplID</th><th>Sharer Name</th></tr> </thead> <tbody> <tr> <td>1</td><td></td><td></td></tr> </tbody> </table>	*Branch of Service	EmplID	Sharer Name	1												
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Starting Move-In Housing Allowance (MIHA), Continued

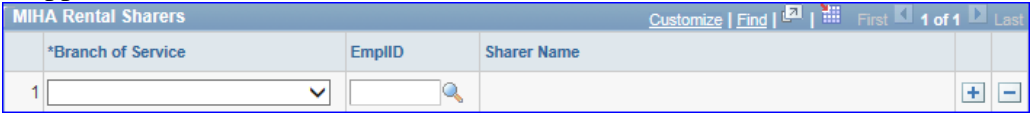

Procedures,
continued

Step	Action
5	<p>Enter the Effective Date (defaults to current date) and ensure the Status reads Active (Inactive means the member is not currently receiving pay).</p> 
6	<p>Use the lookup to select a Locality Code. If applicable, check the Home Owner Indicator box.</p> 
7	<p>Check one of the following options:</p>  <ul style="list-style-type: none"> – MIHA Miscellaneous: This amount auto-populates once the box is checked and a locality code has been chosen. This reflects average expenditures made and reported by members to make their dwellings habitable. – MIHA Rent: Must enter an amount in the local currency. (If U.S. dollars are entered, the member will be underpaid/overpaid). Homeowners are ineligible. This totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign Government that the member must pay before/upon occupying a dwelling. (Examples include real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax.) – MIHA Security: Must enter an amount in the local currency. This covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat.

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Starting Move-In Housing Allowance (MIHA), Continued

Procedures,
continued

Step	Action
8	<p>If applicable, enter the MIHA Rental Sharers information.</p> 
9	<p>Click the Notepad icon  to add additional details regarding the transaction. (For example, detailed expenses for security – bars on windows, etc.)</p>
10	<p>Click Save.</p>
11	<p>Once saved, the transaction will be routed to all of the SPO Auditors in the same Dept ID as the HRS User.</p>
